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ABSTRACT

This complete "how to" manual on fund-raising for Native Americans contains seven sections. Section I provides a fund-raising overview and discusses tax-exempt status, grant eligibility, and setting fund-raising goals. Section II, on getting started, includes a public relations strategy and the role and responsibilities of governing boards in fund-raising. Section III explains how to do research on donors, lists libraries in the Foundation Center Network and directories of foundations and corporate philanthropy, and provides tips on identification and selection of prospects. Section IV, on fund-raising tools, defines and outlines the prospectus and the proposal, and provides sample grant applications for corporations and religious institutions. Section V describes how to ask for money, including matching prospects with board members, submitting multiple personalized requests, and managing interviews with prospective donors. Section VI discusses management of requests, including follow-up procedures, renewal requests, and record keeping. This section covers computer versus manual record-keeping systems and describes useful computer software. Section VII lists professional organizations, conferences, and seminars for upgrading fund-raising skills. Includes many details on sources and distribution of charitable giving, as well as samples of applications, tax forms, by-laws, prospecti, proposals, and checklists. (TD)

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